

## FLEXIBLE WORKING REQUEST LETTER

Employee Name: \_\_\_\_\_ Employee Number: \_\_\_\_\_

**To:**

Line Manager / HR Department

Company Name: \_\_\_\_\_

**Employee Details:**

Job Title: \_\_\_\_\_

Department: \_\_\_\_\_

Date Commenced Employment: \_\_\_\_\_

**Flexible Working Request Details:**

Requested Start Date: \_\_\_\_\_

Requested Working Pattern:

(Please describe the working hours, days, and location you are requesting)

**Reason for Request:**

(Please explain how your requested flexible working arrangement will meet your needs)

**Impact on Role and Colleagues:**

(Please describe any potential impact on your role, colleagues, or service delivery and how these can be managed)

**Employee Declaration:**

I confirm that the information provided in this letter is accurate and that I am making this request in accordance with the provisions of the UK Employment Rights Act 1996 and the Flexible Working Regulations 2014. I understand that the company will consider this request in a reasonable manner and provide a decision within the statutory time frame.

**Employer Response:**

Decision (please tick one):

- Approved       Approved with amendments  Deferred  
 Refused - business grounds       Refused - other reason

If approved or approved with amendments, details of the flexible working arrangement:

If refused or deferred, reasons for decision:

**Signatures:**

**Employee Signature:**

**Manager Signature:**

Print Name:

Print Name:

Date:

Date:

This letter forms part of the flexible working request process under UK employment law. The Employer commits to handling this request in accordance with the Employment Rights Act 1996 and the Flexible Working Regulations 2014. Both parties acknowledge that any agreement regarding flexible working arrangements must be made in writing and that this document represents a formal request and response, which may be subject to further discussion or appeal.

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